SERVICES AVAILABLE TO ALL JOB SEEKERS:

PARTICIPANT BENEFITS:

Orientation to the One Stop system	Learn of the services available to you
KeyTrain	Reading, Math and Locating Information Skill Development
WorkKeys	Earn a National Career Readiness Certificate
Career Insite / My Next Move	Career Interest Assessment to fit interests and goals
Tap Dance Typing Test	Great to add to a resume or job application
Reality Check	Get realistic about your financial lifestyle
Job Applications	Obtain details, discuss appropriate answers, determine references, & review
Resume writing assistance	Receive guidance in developing a resume
Job Search	Access to over 15,000 job openings
Job Development	Get connected to employer through an interview
Job Referrals	Let hiring managers know your skills and that you are looking for employment
Job Search Assistance Program (JSAP)	Learn topics to improve their job search
Job Club	Receive assistance with your job search while learning strategies to increase your success
Resource Room Booklets	Gain knowledge in various life skills
Tax Certification (WOTC)	Determine Eligibility for The Work Opportunity Tax Credit for Employers for Hiring Certain Groups
Program Coordination	Review needs to determine appropriate program referrals
Business Connections	The One Stop staff have valuable connections to businesses looking to hire
Active Resource Coordination	Direct linkage to partners in the One Stop System that may offer what you need

Eligibility is required for the following services:

Teknimedia	Internet Based Improve computer skills
Mavis Beacon	Internet Based - Improve keyboarding skills
Labor Market Information Analysis	Evaluate Labor Market Information of career interests
Case Management	One-on-one assistance in reaching your employment goals
Employment Plan Development	Receive career decision making assistance and plan the steps necessary to reach your goal.
Structured Job Search	Organized and accountable job search
Support Services	Employment & Training related assistance: transportation, housing, work attire, daycare, etc.
Mock Interview	Review common interview questions and improve interviewing skills
Job Shadow / Informational Interview	Learn more about your career interest by time on the job or through an employer interview
On-the-Job Training	Training related to a specific job provided by an approved employer
Work Experience	Planned, structured learning experience to take place in the work place
Entrepreneurial Skills Training	Learn what steps you need to complete to start your own business
Financial Literacy	Learn facts about the financial world while receiving guidance with your personal budget
Integrated Resource Teams	Meet with your service providers or potential service providers to reach your employment goal

	Pre-Apprenticeship	Program to prepare you for a Registered Apprenticeship program
	Registered Apprenticeship	Learn a trade and improve your skills while making money on the job
	Internship	Learn more about potential sites related to your career interest.
	Customized Training	Classroom training specific to a job and provided by employer's request
	Tutoring	This is done in coordination with an appropriate training provider or Adult Education and Literacy
	High school completion	This is done in coordination with the school system or Adult Education and Literacy
	Soft Skills	Learn about and develop the skills employers are looking for
	Post-Secondary Preparation	Brush up on your math & reading skills! This is done in partnership with the Adult Education & Literacy
		Program.
	Free Application for Federal Student Aid (FAFSA)	Assistance in Completing Financial Aid Forms and Post-Secondary Applications
	Employed worker skill upgrade through employer	Increase your competitiveness and self-sufficiency through training while being employed
	Tuition Assistance/Occupational Skills Training	Assistance in paying for training linked to employment.
	Counseling	Referrals and support services for mental health, behavioral, alcohol, drug, etc. counseling
	Leadership Development (Youth)	Activities in the community or amongst your peers to develop responsibility and other positive behaviors
	Mentoring (Youth)	Receive assistance from an adult who can help guide you with life decisions
	Follow Up Services	Additional assistance as you transition to post-secondary training or your new job.

	ADULT EDUCATION AND LITERACY SERVICES:		
	Literacy and Numeracy	Adults improve their ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.	
	High School Equivalency (prep)	Adult learners prepare for their equivalency exams in Math, Language Arts, Science, and Social Studies.	
	Workforce Preparation	Instruction, activities, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.	
	Integrated Education and Training	A service approach that provides adult education activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.	
	English Language Acquisition	Adults who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language—as well as supporting the attainment of a secondary school diploma, a transition to postsecondary education and training, or employment.	
Integrated English Literacy and Civics acquire the basic and more advanced skills needed to function services shall include instruction in literacy and English languag		Education services provided to adult English language learners that enable ELLs to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation, and may include workforce training.	
	Family Literacy	Adults make sustainable improvements in the economic prospects for their families that better enable parents or family members to support their children's learning needs.	
	Basic Skills Assessments	Tests of Adult Basic Education (TABE); BEST Plus (oral/aural exam for ELLs); BEST Literacy (reading/writing exam for ELLs); KeyTrain	

VOCATIONAL REHABILITATION SERVICES:		
Employment Situational Assessments	A service to assess an individual's performance in a specific job. The individual performs the actual job tasks and the assessment addresses strengths and weaknesses to assist with vocational planning and training.	
Vocational Rehabilitation Counseling	Vocational Rehabilitation Counselors assist the individual to understand their disability and how their disability impacts employment. Vocational Rehabilitation Counselors provide job exploration counseling, post-secondary education counseling and other services to assist students with disabilities to prepare for and obtain employment.	
Paid Work Experiences	Vocational rehabilitation works with local school districts to provide up to 250 hours of paid work experience each school year giving youth an opportunity to gain career experiences. A similar program is available for adults with disabilities.	
Vocational or other Post-Secondary Training Services	Depending on the approved employment goal and financial need guidelines, financial assistance can be provided to individuals seeking specific vocational training or degrees.	
Benefits Specialist Services	Individuals who are Social Security Beneficiaries can receive an assessment of their SSA benefits and guidance on how their SSA benefits will be impacted by with employment earnings. Guidance is provided to individuals on how to utilize work incentives or other means to maximize their work earnings.	
Assistive Technology	Assessment to determine the appropriate technology to perform work tasks, provision of assistive technology devices and training on utilizing assistive technology to accomplish work tasks.	
Transition Services	An array of services to assist a students with a disabilities as they transition from school to adult services. Pre-employment transition services include self-determination training; work based learning experiences, workplace readiness training to develop social skills and independent living instruction in self-advocacy, career counseling, and leadership training.	
Disability Specific Services	A variety of services available to individuals such as interpreting services for an individual who is deaf or hard of hearing, personal attendant services for an individual with mobility impairments, blindness skills training and large print/braille documents for an individual who has visual impairments are some examples of disability specific services.	
Job Placement Services	This service is provided by the Vocational Rehabilitation Counselor or an approved Employment Specialist to assist an individual to prepare for or obtain employment.	
Job Coaching Services	Employment Specialists provide one-on-one training on the job site to assist with learning job tasks when individuals with disabilities obtain employment.	
Supported Employment Services	Supported Employment Services consist of intensive job placement and job coaching for individuals with the most significant disabilities who need ongoing supports to maintain employment. Services are coordinated with an approved service provider to continue ongoing supports to maintain employment.	
Post-Employment Services	This service option is available for individuals who previously obtained success with their Vocational Rehabilitation Program but are now experiencing some difficulty in maintaining their employment. The Vocational Rehabilitation Counselor can assist with additional employment services to help the individual maintain their job.	

HOUSING AND URBAN DEVELOPMENT SERVICES:

All subsidized housing	Household pays 30% of adjusted gross income for rent, remainder of rent is subsidized by one of the below HUD programs the family is participating in.
Public Housing	The low-rent housing units under this program are owned and managed by a local Public Housing Agency (PHA). Individuals/families need to contact a local PHA to apply.
Housing Choice Voucher (formerly referred to as Section 8 Vouchers)	Many PHAs provide Vouchers. Applicants must apply at the PHA office. When qualified, an applicant will be issued a voucher. It will be the applicants' responsibility to find a suitable rental unit that meets their needs. Many PHA's have long waiting lists for this type of assistance.
Project Based Assistance	This type of rental assistance is tied to the project. A family must apply directly at the project that has assistance.
Looking for Housing Assistance	Contact the HUD office at (605) 330-4223 or www.hud.gov/southdakota or sdwebmanager@hud.gov

JOB CORPS SERVICES:		
	Career Assessment	Application includes a career assessment; student works with career counseling to select career training that fits his/her career goals and interest.
	Literacy and Numeracy (Reading and Math)	Students improve their understanding of basic reading and math necessary to succeed in today's workforce.
	Education	Students who need it will be enrolled in GED programs, additionally; the Box Elder Job Corps operates a high diploma program as part of the Lead/Deadwood school district allowing students up to the age of 24 the opportunity to earn their diploma.
	Career and Technical Training	Core component of Job Corps and offered in several growing industry sectors including construction/manufacturing, carpentry, electrical, welding, hospitality, culinary arts, medical, Certified Nursing Assistant.
	Career success standards	Counseling and discussion of the following success standards occur throughout enrollment in the program and contribute to lasting success in the workplaceworkplace relationships, ethics, communications, personal growth and development, interpersonal skills, information management, multi-cultural awareness, career and personal planning, independent living, continuous learning, problem solving and critical thinking.
	English Language learning program	ELL provides youth needing to increase English proficiency the opportunity to learn the language and be better able to communicate.
	Work-based learning	As part of Career and Technical training, students participate in On-the-job training with partnerships with department on centers and employers.
	Career transition Services	Before graduation students learn how to write a resume, search for jobs, apply for jobs and interview. Graduates are assigned a career transition specialist in the area they relocate to who will continue these services for a year following his or her placement in to the job, college or the military.

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CA	CAREER AND TECHNICAL EDUCATION SERVICES:		
	Technical skills training programs	Certificates, Diplomas and Associate of Applied Science degrees designed to train individuals for high demand occupations	
	Tutoring to enrolled students		
	Time management and study skills training		
	Success coaching	Access to success coaches to assist you throughout your program of study or training program	
	Connect students with community resources	Connect post-secondary students to community resources to assist in completion of training program.	
	Americans with Disabilities Act accommodations	Accommodations are available to assist in completion of training program.	
	Credit by Exam opportunities	Opportunities for students to shorten training program	
	Testing and Certification Center	Certification testing available to enhance student employability	
	Administers the Veterans' Textbook Assistance Program and the NAHA funds.	Assists students with getting resources they need to be successful	
	Job Fairs	Job Fairs are held on each of the technical institute campuses as well as in communities to assist in connecting students and job seekers to employers.	
	Career counseling/job search assistance	One-on-one or group career counseling designed to assist students with career decision-making and job searching. Resume writing, interview coaching	
	Scholarships	Qualifying students may receive assistance in paying for training programs linked to employment.	
	Advanced technical training through corporate education	Advanced technical training programs such as CDL and short-term training programs are available through each technical institute's corporate education center. Testing services and short courses on technology, test preparation, and other personal enrichment are also offered.	
	Workforce Recruitment Program	This program matches interested and qualifying students with sponsoring companies who pay part or all of the student's tuition and fees. The student agrees to an agreed-upon commitment to work for the company following graduation.	
	Ed2Go	Over 200 six week long online courses in the following areas: technology, certification prep, writing, personal enrichment, entrepreneurship/business, languages, test prep, legal, and medical.	

OTHER ONE-STOP PARTNER PROGRAMS:

DESCRIPTION:

	Trade Adjustment Assistance Services	Assist individuals who have lost their jobs due to foreign competition. The business must be federally certified for individuals to be eligible for TAA.
	Dakota Roots	Dakota Roots matches out-of-state job seekers with Job Advisors in the One Stop to assist individuals in the job-seeking process. Job Advisors will notify job seekers of openings available to meet their career interests.
Se	enior Community Service Employment Program	DLR develops partnerships with non-profits and government agencies to provide individuals, age 55 or older, the opportunity for part-time work experiences and other training activities to become self-sufficient.
	National Farmworker Jobs Program	Provides funding to community-based organizations and public agencies to assist migrant and seasonal farmworkers (MSFWs) and their dependents attain greater economic stability.
	Supplemental Nutrition Assistance Program Employment & Training	Helps low-income individuals buy the food they need to stay healthy while they work to regain financial independence.
	Temporary Assistance for Needy Families	Designed to provide temporary assistance and economic self-sufficiency for children and families
	Native American Programs	The programs are designed to support employment and training activities in order to develop more fully the academic, occupational and literacy skills; make individuals more competitive in the workforce; and promote economic and social development in accordance with the goals and values of such communities. These programs are administered in a way that not only meet regulatory requirements, but also in ways that are consistent with the traditional cultural values and beliefs of the people they are designed to serve.
	Unemployment Insurance	The Unemployment Insurance program provides benefits to individuals who have lost their job through no fault of their own, and meet other eligibility requirements. Unemployment Insurance is not public assistance or an entitlement program. Unemployment Insurance benefits are intended to provide temporary, partial wage replacement to individuals, until they find other employment. In order to be eligible for benefits individuals must have some attachment to the workforce. This is usually determined by the amount of wages an individual has earned, and whether they are able and available to work. The program is funded by employers through payroll taxes. Workers do not contribute to this program.
	Jobs for Veterans State Grants (JVSG)	The JVSG program provides funds to the States to exclusively serve eligible veterans, eligible spouses, and perform outreach to employers.

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